



Naval Education and  
Training Command

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Nonresident Training  
Course (NRTC)

# Religious Program Specialist 3

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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# RELIGIOUS PROGRAM SPECIALIST 3

NAVEDTRA 82616

Prepared by the Naval Education and Training Program Management  
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

## HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the training manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is *Religious Program Specialist 3*, NAVEDTRA 12616. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may

refer freely to the TRAMAN and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS:  
Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

## A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be

administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA Form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your educational services officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

#### B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure

that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

COMMANDING OFFICER  
NETPMSA CODE 074  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the "Course Completion" form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM—NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

#### NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 5 points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM—NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

#### COURSE OBJECTIVES

In completing this NRTC, you should be able to demonstrate knowledge of the subject matter by correctly answering questions on the following topics: the RP rating; military weddings and funerals; religious ministry facility (RMF); major religions of the world; worship support functions; pastoral counseling support; information and referral assistance; logistics and support of the chapel, chaplain's office, RMF, and command religious program (CRP); religious offering funds; religious education; publicity; security; library support; audiovisual presentations; and other aspects of chaplain backing and support, including religious program support in the field.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

### MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

#### SAMPLE

s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

### TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

#### SAMPLE

s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

### MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

#### SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

#### A. OFFICER

#### B. DEPARTMENT

- |                               |                           |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department  |
| s-4. CIC Officer              | 2. Engineering Department |
| s-5. Disbursing Officer       | 3. Supply Department      |
| s-6. Communications Officer   |                           |

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	---
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

## ASSIGNMENT 1

Textbook Assignment: "Introduction to the Religious Program Specialist Rating," pages iv through x, and "Religious Program Support," part I (chapter 1) and part II (chapter 2), pages 1-1 through 2-34, and appendixes I through III.

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- |   |  |
|---|--|
| <p>1-1. Three of the following duties are performed by Religious Program Specialists (RPs). Which one is NOT?</p> <ol style="list-style-type: none"><li>1. Conducting rehearsals</li><li>2. Providing library services on board ships</li><li>3. Leading bible studies</li><li>4. Providing physical security for chaplains in combat</li></ol> <p>1-2. The idea of a specialist to support chaplains in the Navy dates back to what year?</p> <ol style="list-style-type: none"><li>1. 1775</li><li>2. 1878</li><li>3. 1942</li><li>4. 1979</li></ol> <p>1-3. Which of the following duties was a Specialist (W) required to perform to qualify for the rating?</p> <ol style="list-style-type: none"><li>1. Conduct worship services</li><li>2. Take shorthand</li><li>3. Play the piano or organ</li><li>4. Type 50 words per minute</li></ol> <p>1-4. Upon receipt of orders to the Marine Corps, RPs in paygrades E-5 through E-9 must complete which of the following courses?</p> <ol style="list-style-type: none"><li>1. Marine Corps Infantry School courses</li><li>2. Field Medical School courses</li><li>3. Nonresident Marine Corps Institute courses</li><li>4. Marine Corps Leadership Development courses</li></ol> | <p>1-5. The Geneva Convention classifies RPs as noncombatants.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol> <p>1-6. Which of the following activities or officials is the largest manpower claimancy in the Chaplain Corps?</p> <ol style="list-style-type: none"><li>1. U.S. Marine Corps</li><li>2. Commander in Chief, Atlantic Fleet</li><li>3. Commander in Chief, Pacific Fleet</li><li>4. Bureau of Naval Personnel</li></ol> <p>1-7. Which of the following titles is NOT a responsibility of the Chief of Chaplains?</p> <ol style="list-style-type: none"><li>1. Chief of Chaplains</li><li>2. Director of Religious Ministries</li><li>3. Senior Chaplain of the Navy</li><li>4. Chief of Reserve Chaplains</li></ol> <p>1-8. The senior area coordinating chaplain may delegate responsibilities to which of the following personnel?</p> <ol style="list-style-type: none"><li>1. Command chaplains</li><li>2. Junior chaplains</li><li>3. Senior area RPs</li><li>4. Local area coordinating chaplains</li></ol> |
|---|--|

- 1-9. Which of the following publications requires commanders and commanding officers to provide for morale and spiritual well-being?
1. OPNAVINST 1730.1
  2. *U.S. Navy Regulations*
  3. SECNAVINST 1730.7
  4. *United States Code*
- 1-10. Protection for information disclosed during pastoral counseling to chaplains, RPs, and Command Religious Program (CRP) staff members is provided in which of the following publications?
1. OPNAVINST 1730.1
  2. SECNAVINST 1730.7
  3. *Manual for Courts-Martial*
  4. *United States Code*
- 1-11. Which of the following traits is the key to pastoral care?
1. Courtesy
  2. Cheerfulness
  3. Sympathy
  4. Sensitivity
- 1-12. Chaplains and RPs should avoid shoptalk, or jargon, in which of the following cases?
1. In chapel staff meetings
  2. In chapel council meetings
  3. In command meetings
  4. In local chaplain or RP training
- 1-13. On which of the following dates would you submit chaplains' reports?
1. 31 January
  2. 31 March
  3. 30 May
  4. 31 July
- IN ANSWERING QUESTIONS 1-14 THROUGH 1-17, SELECT FROM THE FOLLOWING LIST THE ITEM DESCRIBED IN THE QUESTION.
- A. Ciborium
  - B. Cruet
  - C. Paten
  - D. Pyx
- 1-14. A small watch-shaped receptacle used to carry communion privately to the sick.
1. A
  2. B
  3. C
  4. D
- 1-15. A round, thin, convex plate made of the same material as the chalice and gold plated that is large enough to extend over the lip of the chalice.
1. A
  2. B
  3. C
  4. D
- 1-16. A sacred covered vessel that contains consecrated small hosts and is used for the dispersion of communion.
1. A
  2. B
  3. C
  4. D
- 1-17. A glass or metal vessel or bottle, usually in the form of a jug and having a handle and a beak, intended to be used to contain the wine or water for a Eucharistic service.
1. A
  2. B
  3. C
  4. D



IN ANSWERING QUESTIONS 1-18 THROUGH 1-21,  
SELECT FROM THE FOLLOWING LIST THE CHAPEL  
SPACE DESCRIBED IN THE QUESTION.

- A. Chancel
- B. Narthex
- C. Nave
- D. Sacristy

1-18. The part of the chapel facility reserved for worshipers.

- 1. A
- 2. B
- 3. C
- 4. D

1-19. The vestibule or porch at the entrance of the church.

- 1. A
- 2. B
- 3. C
- 4. D

1-20. A room or annex near the altar where furnishings for the altar are kept.

- 1. A
- 2. B
- 3. C
- 4. D

1-21. The area around the altar assigned to officiating clergy.

- 1. A
- 2. B
- 3. C
- 4. D

1-22. In the wedding arch of the swords ceremony, who is responsible for rehearsing the ushers in their role in the service?

- 1. Senior usher
- 2. Best man
- 3. Duty RP
- 4. Groom

1-23. In the wedding arch of the swords ceremony, if the bride is the military person and the groom is civilian, the bride must wear her uniform.

- 1. True
- 2. False

1-24. In which of the following publications would you find guidance on military funerals?

- 1. NAVPERS 15555B
- 2. SECNAVINST 1730.1
- 3. OPNAVINST 1730.7
- 4. BUMEDINST 1730.3

1-25. In what year did the Buddhist Churches of America (BCA) become an ecclesiastical endorsing agency for the Chaplains Corps?

- 1. 1951
- 2. 1976
- 3. 1982
- 4. 1987

1-26. The sacred book of Buddhism is called the Triptika. The Triptika is also know by what title?

- 1. Knowledge of the Enlightened One
- 2. Basket of Discipline
- 3. The Three Baskets
- 4. The Pitaka

1-27. Buddhism teaches a sixfold path for arriving at the truths of religion.

- 1. True
- 2. False

1-28. The Buddhist calendar uses lunar dates. These dates may vary from year to year or country to country.

- 1. True
- 2. False

- 1-29. Which emperor mandated Christianity, allowing leaders of the church in the 4th century A.D. to gather freely in public?
1. Constantine I
  2. Diocletian
  3. Constantine II
  4. Thedasis I
- 1-30. The first division of Christianity in the church at Rome resulted in the separation between Roman Catholics and what religious group?
1. Russian Orthodox
  2. Greek Orthodox
  3. Greek Catholics
  4. Protestants
- 1-31. Sacraments are religious rites that confer special graces. In the early church sacraments were called mysteries. Which church still calls sacraments mysteries?
1. Catholic
  2. Protestant
  3. Orthodox
  4. Mormon
- 1-32. In A.D. 1054, two distinct Christian groups were formed and came to be known by what titles'?
1. Eastern Orthodox and Western Orthodox
  2. Eastern Orthodox and Roman Catholic
  3. Greek Catholic and Eastern Orthodox
  4. Greek Catholic and Roman Orthodox

- 1-33. The rite that was founded in the last supper of Jesus is known by what term?
1. Baptism
  2. Dispensation
  3. Confession
  4. Eucharist
- 1-34. St. Paul compared the relationship between husband and wife to the relationship between Jesus and what group?
1. His disciples
  2. The church
  3. Jews
  4. Gentiles

- 1-35. Which of the following forms of Christianity once allowed polygamy under the leadership of Brigham Young?
1. Catholics
  2. Protestants
  3. Mormons
  4. Lutherans

IN ANSWERING QUESTIONS 1-36 THROUGH 1-39, SELECT FROM THE FOLLOWING LIST THE ALTAR ITEM DESCRIBED IN THE QUESTION.

- A. Corporal
  - B. Finger towel
  - C. Antependium
  - D. Burse
- 1-36. A case to hold the folded corporal.
1. A
  2. B
  3. C
  4. D

- 1-37. A decorative and protective veil or hanging for the front of the altar.
1. A
  2. B
  3. C
  4. D
- 1-38. A sacred cloth of white linen upon which the chalice, paten, and ciboria are placed.
1. A
  2. B
  3. C
  4. D
- 1-39. A small cloth used at various times in the liturgy.
1. A
  2. B
  3. C
  4. D
- 1-40. What is the meaning of the word *Muslims*?
1. Followers of Mohammed
  2. Keepers of the faith
  3. Believers in Islam
  4. Enlightened ones
- 1-41. Which of the following items is NOT a term for one of the five pillars of Islam?
1. Salat
  2. Sawm
  3. Zakat
  4. Mustim
- 1-42. According to Islam, which of the following procedures should NEVER be performed on Muslims?
1. Autopsy
  2. Circumcision
  3. Embalming
  4. Cremation
- 1-43. Which of the following cities is considered to be holy by Muslims, Christians, and Jews?
1. Jerusalem
  2. Mecca
  3. Nazareth
  4. Medina
- 1-44. There are two major groups within Islam, one being Shite. What is the name of the other group?
1. Hegira
  2. Shari'ah
  3. Sunni
  4. Sura
- 1-45. The chief officer in a mosque who delivers sermons is known by what name?
1. Imam
  2. Muezzin
  3. Quraysh
  4. Umma
- 1-46. In what year was Israel set up as a homeland for Jews?
1. 1946
  2. 1948
  3. 1950
  4. 1954

IN ANSWERING QUESTIONS 1-47 THROUGH 1-49,  
SELECT FROM THE FOLLOWING LIST THE BRANCH  
OF JUDAISM DESCRIBED IN THE QUESTION.

- A. Reform
- B. Orthodox
- C. Conservative
- D. Rabbinical

1-47. Believes that some of the ancient  
laws should be changed to fit the  
times.

- 1. A
- 2. B
- 3. C
- 4. D

1-48. Has tried to reconcile tradition  
and change.

- 1. A
- 2. B
- 3. C
- 4. D

1-49. Opposes changes, including the  
innovations of the Reform movement.

- 1. A
- 2. B
- 3. C
- 4. D

1-50. Which of the following Jewish holy  
days is also known as the Day of  
Atonement?

- 1. Passover
- 2. Rosh Hashanah
- 3. Shevuoth
- 4. Yom Kippur

1-51. In the Jewish faith, which of the  
following persons would perform the  
circumcision?

- 1. Doctor
- 2. Rabbi
- 3. Mohel
- 4. Tammuz

1-52. When communicating with a  
non-English-speaking person, what  
should you first try to do?

- 1. Find an interpreter
- 2. Communicate in English
- 3. Use sign language
- 4. Use gestures and signs

1-53. What type of directory would an RP  
use to link people in need to an  
available local source?

- 1. Command
- 2. Telephone
- 3. Naval
- 4. Referral

1-54. What officer may provide families  
of deployed members assistance in  
times of emergency?

- 1. Home port contact officer
- 2. Commanding officer
- 3. Legal officer
- 4. Personnel officer

1-55. What voluntary organization  
provides counseling, financial  
assistance, and reports concerning  
emergencies to military personnel  
and their families?

- 1. Life Line
- 2. American Red Cross
- 3. Ombudsman
- 4. Western Union

1-56. What type of message can families  
send, when the situation is not an  
emergency, to deployed Navy and  
Marine Corps personnel?

- 1. Personal For
- 2. Flash
- 3. Familygram
- 4. Class Easy

1-57. When escorting a chaplain on a family visit, what, if anything, should the RP do upon completion of the visit?

1. Make a record of the visit
2. Brief the senior RP
3. Review observations with the chaplain
4. Nothing

1-58. What function in the CRP provides communal hospitality?

1. Worship
2. Fellowship
3. Education
4. Diagraming

1-59. Which of the following items is NOT considered to be a form of media?

1. Filmstrip
2. Chart
3. Model
4. Lecture

1-60. When should sound levels be set for audiovisual equipment?

1. At the beginning of the presentation
2. During setup
3. At least 1 hour before the presentation starts
4. During a practice session

1-61. In selecting the type of publicity to be used for a CRP-sponsored event or program, which of the following factors is NOT a major consideration?

1. Nature of the event or program
2. Number of persons expected to attend
3. Purpose of the event or program
4. Goals of the religious ministry facility (RMF)

1-62. In preparing a news release, which of the following information should be in your heading?

1. Command chaplain's name
2. Chapel's name
3. Command address
4. Topic title

IN ANSWERING QUESTIONS 1-63 THROUGH 1-66, SELECT FROM THE FOLLOWING LIST THE TYPE OF MEDIA THAT IS MOST EFFECTIVELY USED TO REACH THE TARGET GROUP USED AS THE QUESTION.

- A. Welcome Aboard Packet
- B. Gate Sign
- C. Fliers
- D. Plan of the Day

1-63. General Navy population.

1. A
2. B
3. C
4. D

1-64. Incoming personnel.

1. A
2. B
3. C
4. D

1-65. Military, family, and retired persons.

1. A
2. B
3. C
4. D

1-66. Active duty members.

1. A
2. B
3. C
4. D

- 1-67. Prepared worship bulletin covers may be found in the most current edition of what publication?
1. SECNAVINST 1730.1
  2. NAVSUP Pub 1733
  3. NAVSUP Pub 2002
  4. Chaplains' Resource Guide
- 1-68. What is the basic reason for building a worship model?
1. To set a standard
  2. To define structure, function, or scope
  3. To reduce the chapel workload
  4. To decorate the narthex
- 1-69. Developing a worship model involves a total of how many phases?
1. Six
  2. Seven
  3. Three
  4. Four
- 1-70. Who selects and approves the religious tracts for distribution in the CRP?
1. Senior RP
  2. Command chaplain
  3. Supply officer
  4. Commanding officer
- 1-71. Of the following values, which is the most important an RP can possess in providing support for his or her chaplain?
1. Loyalty
  2. Self-confidence
  3. Virtue
  4. Frankness
- 1-72. Which of the following duties is a responsibility of an RP?
1. Acting as a lay reader
  2. Providing pastoral counseling
  3. Performing religious programming tasks
  4. Conducting worship services
- 1-73. One of the important elements in the RP rating is to defend the chaplain in combat.
1. True
  2. False
- 1-74. What two groups of individuals are considered to be the center of the CRP?
1. Commanding officers and executive officers
  2. Commanding officers and chaplains
  3. Chaplains and RPs
  4. Congregation members and chaplains
- 1-75. Religious program support must be viewed primarily as what type of concept?
1. Financial
  2. Logistical
  3. Marketing
  4. Managerial

## ASSIGNMENT 2

Textbook Assignment: "Religious Education," chapter 3, pages 3-1 through 3-9; "Religious Offering Fund," chapter 4, pages 4-1 through 4-10; and "The Naval Library System," chapter 5; pages 5-1 through 5-13.

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- |  |   |
|--|---|
| <p>2-1. Before religious education can begin, what task must an RP complete?</p> <ol style="list-style-type: none"><li>1. Brief the chaplain</li><li>2. Prepare the facilities</li><li>3. Take attendance</li><li>4. Brief the teachers</li></ol> <p>2-2. Which of the following persons plans, programs, and implements religious education for sea service personnel?</p> <ol style="list-style-type: none"><li>1. RP</li><li>2. Director of religious education</li><li>3. Chaplain</li><li>4. Teacher</li></ol> <p>2-3. Which of the following traits is the key principle in a CRP?</p> <ol style="list-style-type: none"><li>1. Completeness</li><li>2. Sincerity</li><li>3. Loyalty</li><li>4. Inclusiveness</li></ol> <p>2-4. What directive requires chaplains to provide ministry for their own faith group and to facilitate appropriate ministries for other faith groups?</p> <ol style="list-style-type: none"><li>1. DOD Directive 1304.19</li><li>2. OPNAVINST 1730.1</li><li>3. SECNAVINST 1730.7</li><li>4. <i>United States Code</i></li></ol> <p>2-5. A diagram for religious program support should contain which of the following factors?</p> <ol style="list-style-type: none"><li>1. Pictures</li><li>2. Step-by-step method for performance</li><li>3. Programing plan</li><li>4. Chain of command</li></ol> | <p>2-6. Which of the following statements describes the best method you can use to train religious education volunteers to use audiovisual and other media aids successfully?</p> <ol style="list-style-type: none"><li>1. Instruct them in all the procedures at one time</li><li>2. Instruct them in a single procedure at one time</li><li>3. Instruct them during on-the-job training</li><li>4. Provide written instructions and let them teach themselves</li></ol> <p>2-7. Which of the following areas of responsibility is NOT considered to be a part of logistic support services?</p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Equipment</li><li>3. Records</li><li>4. Training</li></ol> <p>2-8. The religious education curriculum will not vary within a faith group.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol> <p>2-9. Which of the following persons would normally recommend curriculum materials?</p> <ol style="list-style-type: none"><li>1. Supply officer</li><li>2. Lay reader</li><li>3. RP</li><li>4. Contract officer</li></ol> <p>2-10. After an RP has updated religious education enrollment records, the records should be given to what individual(s)?</p> <ol style="list-style-type: none"><li>1. Command chaplain</li><li>2. Faith group leader</li><li>3. Director of religious education</li><li>4. Teachers</li></ol> |
|--|---|

2-11. In preparation for enrollment day, what total number of posters should be used to display enrollment instructions?

1. One
2. Two
3. Three
4. Four

2-12. Which of the following events or circumstances is NOT a reason for compiling religious education statistics?

1. Change in education trends
2. Change in conditions
3. Change in opinions
4. Change in finances

2-13. Which of the following individuals will likely manage the religious education statistical program?

1. Director of religious education
2. RP
3. Chaplain
4. Teacher

2-14. You are developing statistical reports. Your finished reports should reflect which of the following traits?

1. Satisfy board needs
2. Be complicated
3. Be timely
4. Contain only cost figures

2-15. Successful results achieved through statistical reports depend on the chaplains, RPs, councils, and religious education volunteers.

1. True
2. False

IN ANSWERING QUESTIONS 2-16 THROUGH 2-19, SELECT FROM THE FOLLOWING LIST THE ITEMS OR RESOURCES THAT MOST ACCURATELY MATCH THE DESCRIPTION USED AS THE QUESTION.

- A. Flash statistics
- B. Flash analyses
- C. Analytical statistical reviews
- D. Reference books

2-16. Provide broad trends, comparative data, and detailed grouping.

1. A
2. B
3. C
4. D

2-17. Timely graphic and narrative statements of meaningful changes.

1. A
2. B
3. C
4. D

2-18. Summary cards or sheets that provide flash reports of key monthly statistics in brief.

1. A
2. B
3. C
4. D

2-19. Compare progress with plans and trends.

1. A
2. B
3. C
4. D

2-20. The Religious Offering Fund (ROF) is the only nonappropriated fund that chapels may operate and maintain.

1. True
2. False

2-21. What directive authorizes the use of ROFs?

1. OPNAVINST 1730.1
2. SECNAVINST 1730.7
3. SECNAVINST 7010.6
4. NAVSO P-3520



- 2-22. Which of the following individuals or activities is the program manager for all ROFs?
1. CNO
  2. SECNAV
  3. Chief of Chaplains
  4. NAVSUP
- 2-23. The CNO has instructed commanders and commanding officers to manage ROFs by following the guidelines found in what instruction?
1. OPNAVINST 1730.1
  2. SECNAVINST 1730.7
  3. SECNAVINST 7010.6
  4. SECNAVINST 7043.5
- 2-24. The ROF administrator is appointed in writing by what person?
1. Command chaplain
  2. CNO
  3. Chief of Chaplains
  4. Commanding officer
- 2-25. When the ROF administrator is away, who serves as the acting administrator?
1. Commanding officer
  2. Executive officer
  3. Next senior chaplain
  4. Next senior RP
- 2-26. When the ROF administrator is away and there are no other chaplains present, the commanding officer can delegate which of the following persons as acting administrator?
1. Senior DK
  2. Senior RP
  3. Lay reader
  4. Executive officer
- 2-27. Which of the following persons may NOT serve as the ROF custodian?
1. Designated faith group representative (DFGR)
  2. Supply officer
  3. Senior RP
  4. Command master chief
- 2-28. Which of the following actions is NOT a task of the ROF custodian?
1. Disbursing approved payments
  2. Providing for safeguarding of the ROF
  3. Reviewing disbursement requests
  4. Recommending disbursements
- 2-29. The ROF audit board must consist of at least how many active duty members?
1. Five
  2. Two
  3. Three
  4. Four
- 2-30. An ROF audit board should report its findings to what individual?
1. Command chaplain
  2. Commanding officer
  3. Comptroller
  4. Supply officer
- 2-31. Which of the following persons should appoint in writing the designated faith group representatives (DFGRs)?
1. Commanding officer
  2. Executive officer
  3. Senior audit board member
  4. Command chaplain
- 2-32. Contract chaplains may serve as DFGRs.
1. True
  2. False

IN ANSWERING QUESTIONS 2-33 THROUGH 2-38, SELECT FROM THE FOLLOWING LIST THE TITLE THAT MOST ACCURATELY MATCHES THE DUTY OR RESPONSIBILITY USED AS THE QUESTION.

- A. ROF administrator
- B. ROF custodian
- C. ROF audit board
- D. Designated faith group representative

2-33. Recommends corrective actions for all discrepancies found.

- 1. A
- 2. B
- 3. C
- 4. D

2-34. Informs faith groups about ROF policies and procedures.

- 1. A
- 2. B
- 3. C
- 4. D

2-35. Approves requests for disbursements.

- 1. A
- 2. B
- 3. C
- 4. D

2-36. Makes certain an accurate audit trail exists.

- 1. A
- 2. B
- 3. C
- 4. D

2-37. Makes certain signature and ownership cards are maintained.

- 1. A
- 2. B
- 3. C
- 4. D

2-38. Serves as primary advisor to the administrator on ROF subaccounts.

- 1. A
- 2. B
- 3. C
- 4. D

2-39. In recruiting volunteers to count the ROF offering, which of the following is NOT a key element?

- 1. Timeliness
- 2. Appropriateness
- 3. Fairness
- 4. Finesse

2-40. How soon before a church service should you begin to recruit volunteers to count the offering?

- 1. 10 minutes
- 2. 20 minutes
- 3. 30 minutes
- 4. 45 minutes

2-41. Which of the following directives prohibits the proof of ROF receipts by relatives?

- 1. NAVSO P-3520
- 2. OPNAVINST 1730.1
- 3. SECNAVINST 1730.7
- 4. SECNAVINST 7010.6

2-42. Whose responsibility is it to make sure the counting of the offering is done properly?

- 1. RP
- 2. Administrator
- 3. Custodian
- 4. DFGR

2-43. ROF monies and classified materials may be stored in the same safe.

- 1. True
- 2. False

2-44. A total of how many persons should have the combination to a safe used to store ROF receipts?

- 1. One
- 2. Two
- 3. Three
- 4. Four

- 2-45. Who maintains a copy of the ROF safe combination in the case of an emergency such as the death of the ROF custodian or in the event the combination to the safe cannot be remembered?
1. Administrative officer
  2. Executive officer
  3. Command chaplain
  4. Security officer
- 2-46. When ROF receipts are deposited, whose signature should appear on the original deposit receipt?
1. Administrator's
  2. Custodian's
  3. DFGR's
  4. Bookkeeper's
- 2-47. When using automated bookkeeping, you should use floppy disks to store information unless you can take what precaution concerning the hard disk?
1. Encrypt it
  2. Lock it
  3. Format it
  4. Remove it
- 2-48. Where should completed payment vouchers be filed?
1. In separate files
  2. In consolidated files
  3. With other paid payment vouchers for the current year
  4. With completed receipt forms
- 2-49. In what year did the Navy assume official responsibility for shipboard libraries?
1. 1800
  2. 1828
  3. 1889
  4. 1941
- 2-50. Which of the following goals is NOT included in the mission of naval general libraries?
1. To educate the crew
  2. To allow crew members to enjoy literature, art, and music
  3. To develop esprit de corps
  4. To provide a place to escape shipboard regimentation
- 2-51. On aircraft carriers and other deep-draft vessels, library services are normally provided by which of the following personnel?
1. Volunteers
  2. Yeomen
  3. MWRs
  4. RPs
- 2-52. What command has overall operational responsibility for the General Library Program?
1. CNET
  2. NAVSEASYS COM
  3. BUPERS
  4. CNTECHTRA
- 2-53. Professional library services are provided by which of the following activities?
1. CNET
  2. BUPERS
  3. NETPMSA
  4. CNTECHTRA
- 2-54. What directive sets policies and assigns responsibilities for the administration and support of the General Library Program?
1. OPNAVINST 5071.1
  2. SECNAVINST 5070.3
  3. BUPERSINST 5070.2
  4. CNETINST 5070.4
- 2-55. What directive or publication defines the basis for library procedures?
1. OPNAVINST 5070.1
  2. OPNAVINST 3120.32
  3. SECNAVINST 5070.3
  4. NAVEDTRA 38021

- 2-56. Basic duties for the library officer are specified in what directive?
1. OPNAVINST 1730.1
  2. OPNAVINST 3120.32
  3. OPNAVINST 5070.3
  4. SECNAVINST 5070.3
- 2-57. Operating hours for shipboard libraries should be publicized through what form of media?
1. Command newspaper
  2. Fliers
  3. TV
  4. POD
- 2-58. What is the loan period for books in the general library collection?
1. 1 week
  2. 2 weeks
  3. 1 month
  4. 15 days
- 2-59. What is the loan policy for reference books?
1. 1-week loan period
  2. 1-month loan period
  3. To be used only in the library's spaces
  4. Must be returned in 15 days
- 2-60. When checking out a library book, the borrower should print all the following information on the book card EXCEPT which one?
1. Name
  2. SSN
  3. Division
  4. Rank
- 2-61. Which of the following conditions represents the only time in which a borrower is NOT permitted to extend the loan period for a book?
1. When the book is overdue
  2. When the book has been reserved
  3. When the borrower has too many books checked out
  4. When the book is new
- 2-62. What is the loan period, if any, for back issues of magazines?
1. 1 week
  2. 2 weeks
  3. 3 weeks
  4. None
- 2-63. New issues of magazines and current newspapers cannot be checked out and are to be used in the library.
1. True
  2. False
- 2-64. What is the recommended loan period for a music tape that will be used outside the library?
1. 7 days
  2. 14 days
  3. 3 days
  4. 10 days
- 2-65. Which of the following forms must be used for interlibrary loans?
1. SF 162
  2. DD 1301
  3. NAVPERS 1701
  4. OPNAV 1704
- 2-66. What must an individual do to borrow a book from the Navy auxiliary library service collection (ALSC)?
1. Call the ALSC
  2. Contact the library officer
  3. Go to the local base library
  4. Write a personal letter to the ALSC
- 2-67. In general, when is the first overdue notice sent to a borrower?
1. 1 week after the due date
  2. 2 weeks after the due date
  3. 3 to 5 days after the due date
  4. The day after the due date

- 2-68. If loaned material is lost, the borrower must reimburse what official or authority?
1. Library officer
  2. Commanding officer
  3. MWR
  4. U.S. Government
- 2-69. Where should paperback books be stamped with a ship's identification?
1. Front cover
  2. Back cover
  3. First page
  4. Top edge
- 2-70. When determining the classification of a book for circulation, what part of the *General Library Manual* should you consult?
1. Chapters 1 and 2
  2. Chapters 4 and 5
  3. Appendixes Aa and Ab
  4. Appendixes Cb and Cc
- 2-71. How many major Dewey decimal subject classes are there?
1. 5
  2. 7
  3. 8
  4. 10
- 2-72. What statement, if any, should be stamped on the top edge of a clothbound book for circulation?
1. PROPERTY OF U.S. GOVERNMENT
  2. PROPERTY OF U.S. NAVY
  3. PROPERTY OF (your ship's name)
  4. None
- 2-73. Where should a book card pocket be attached?
1. Page facing the back cover
  2. Back cover
  3. Front cover
  4. Second to the last page
- 2-74. What list should new books be checked against before they are processed?
1. Invoice
  2. Shelf
  3. Packing
  4. Inventory
- 2-75. What information should appear on the book pocket?
1. Book title
  2. Classification
  3. Author's name
  4. Ship's property stamp

## ASSIGNMENT 3

Textbook Assignment: "The Naval Library System," chapter 5, pages 5-9 through 5-19, and "Regulation of Religious Programming," chapter 6, pages 6-1 through 6-40.

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IN ANSWERING QUESTIONS 3-1 THROUGH 3-4,  
SELECT FROM THE FOLLOWING LIST THE DEWEY  
DECIMAL CLASSIFICATION THAT MATCHES THE  
SUBJECT TITLE USED AS THE QUESTION.

- A. 100
- B. 300
- C. 500
- D. 800

3-1. Chemistry.

- 1. A
- 2. B
- 3. C
- 4. D

3-2. Philosophy.

- 1. A
- 2. B
- 3. C
- 4. D

3-3. Plays.

- 1. A
- 2. B
- 3. C
- 4. D

3-4. Personnel management.

- 1. A
- 2. B
- 3. C
- 4. D

IN ANSWERING QUESTIONS 3-5 THROUGH 3-8,  
SELECT FROM THE FOLLOWING LIST THE SPINE  
LABEL THAT SHOULD BE USED FOR THE TYPE OF  
FICTION BOOK DESCRIBED IN THE QUESTION.

- A. F
- B. M
- C. SF
- D. W

3-5. Old West.

- 1. A
- 2. B
- 3. C
- 4. D

3-6. Detective stories.

- 1. A
- 2. B
- 3. C
- 4. D

3-7. Alien worlds.

- 1. A
- 2. B
- 3. C
- 4. D

3-8. Romance.

- 1. A
- 2. B
- 3. C
- 4. D

3-9. On a fiction book, what information  
should be included on the spine  
label along with the fiction  
classification symbol?

- 1. Dewey decimal classification
- 2. Shelf number
- 3. First three letters of the  
author's name
- 4. Author's initials

- 3-10. Which of the following methods is used for protecting books?
1. Lamination
  2. Plastic book jacket
  3. Arrangement
  4. Environmental control
- 3-11. A total of how many catalog cards should accompany each fiction book?
1. Five
  2. Two
  3. Three
  4. Four
- 3-12. What additional information must be typed on nonfiction subject catalog cards?
1. Author
  2. Classification
  3. Date received
  4. Subject heading
- 3-13. What is the purpose of a library's shelflist?
1. To assist patrons
  2. To control the loan of books
  3. To keep an official record of the library's holdings
  4. To aid in shelving books
- 3-14. Which of the following items must be included in a library audio tape inventory log?
1. Date of receipt
  2. Length of recording
  3. Cost
  4. Number of times loaned
- 3-15. The book card prepared for an audio tape should include which of the following items?
1. Cost
  2. Tape number
  3. Classification code
  4. Length of recording
- 3-16. What publication gives details on plans for libraries of newly constructed ships?
1. NAVEDTRA 38021
  2. NAVSEA 0933-LP-005-5050
  3. OPNAVINST 9640.1
  4. SECNAVINST 9650.2
- 3-17. What publication outlines procedures for ordering forms used in the naval general library system?
1. NAVSO P-3520
  2. NAVSUP 5070.1
  3. GSA Catalog
  4. NPFC Pub 2002
- 3-18. When more than one file cabinet is used in a religious music library, how should the cabinets be identified, marked, or labeled?
1. By Roman numerals
  2. By occasion or event
  3. Alphabetically
  4. By faith group
- 3-19. How should the drawers of each cabinet in a religious music library be identified, marked, or labeled?
1. By title
  2. By Roman numerals
  3. By Arabic numerals
  4. By occasion
- 3-20. As an RP, you will perform most of your duties and tasks and have the greatest responsibilities in which of the following areas?
1. Combatant training
  2. Delivering sermons
  3. Religious programming
  4. Pastoral counseling
- 3-21. Which of the following factors primarily governs how you should arrange your desk?
1. Location
  2. Type of work you do
  3. Office routine
  4. Rank

- 3-22. The best office arrangement is the one that most effectively simplifies the work.
1. True
  2. False
- 3-23. Toxic fluids should be properly stored in which of the following ways?
1. On shelves by themselves
  2. In filing cabinets
  3. In lockers for general use
  4. In hazardous gear lockers
- 3-24. Which of the following methods should you NOT use to service office equipment?
1. Service the equipment yourself
  2. Have the equipment serviced according to the service contract with the manufacturer
  3. Have the equipment serviced by Navy trained personnel
  4. Have the equipment serviced according to the service contract with an individual serviceperson
- 3-25. Gestures make up what percentage of a message transmitted in spoken words directly between two persons?
1. 20%
  2. 30%
  3. 45%
  4. 55%
- 3-26. What tool permits chaplains to provide ministry out of the office and avoids having several people wait while others are being seen?
1. Walk-in counseling
  2. Appointment counseling
  3. Group counseling
  4. Deck plate ministry
- 3-27. Where should a chaplain's appointment schedule be recorded?
1. Secretary's calendar
  2. Appointment desk
  3. Chaplain's desk calendar
  4. RP's calendar
- 3-28. Of the following individuals, which should maintain the RMF activity calendar?
1. The secretary and the senior RP
  2. All RPs assigned to the RMF
  3. All RPs and chaplains
  4. Only one RMF staff member
- 3-29. Two RMF activity calendars should be maintained, one for chapel activities and one for nonchapel activities.
1. True
  2. False
- 3-30. At what regular interval should a copy of the RMF activity calendar be provided to the commanding officer?
1. Weekly
  2. Biweekly
  3. Monthly
  4. Quarterly
- 3-31. A communication is confidential if made to an RP in which of the following situations?
1. Acting in official capacity
  2. Off-duty status
  3. Acting as a lay reader
  4. Acting as the leading petty officer
- 3-32. Which of the following publications covers the subject of privileged communications?
1. SECNAVINST 1730.7
  2. OPNAVINST 1730.1
  3. *United States Code*
  4. *Manual for Courts-Martial Military Rules of Evidence (M.R.E.) 503*
- 3-33. You should treat personal information as For Official Use Only material following guidance from what directive?
1. SECNAVINST 1730.7
  2. SECNAVINST 5211.5
  3. OPNAVINST 1730.1
  4. OPNAVINST 5510.1



- 3-34. Procedures for safeguarding classified information are set forth in what directive?
1. SECNAVINST 5215.1
  2. SECNAVINST 5216.1
  3. OPNAVINST 5510.1
  4. OPNAVINST 5512.1
- 3-35. Which of the following types of classified material may be stored in the office of the chaplain?
1. Confidential
  2. For Official Use Only
  3. Secret
  4. Top Secret
- 3-36. Which of the following items is NOT considered to be computer hardware?
1. Printer
  2. Monitor
  3. dBase
  4. Keyboard
- 3-37. What word processing function would you use to add or delete words?
1. Block
  2. Move
  3. Print
  4. Edit
- 3-38. Spread sheets are made up of a table of rows and columns of numbers.
1. True
  2. False

- 3-39. Producing newsletters.
1. A
  2. B
  3. C
  4. D
- 3-40. Maintaining ROFs.
1. A
  2. B
  3. C
  4. D
- 3-41. Manipulating data.
1. A
  2. B
  3. C
  4. D
- 3-42. Storing programs.
1. A
  2. B
  3. C
  4. D
- 3-43. Many problems brought to the chaplain are often the result of human failure in what important area?
1. Work
  2. Communication
  3. Job skills
  4. Religious orientation
- 3-44. In oral communication if you feel that a message you are trying to send is not being understood, what action should you take first?

IN ANSWERING QUESTIONS 3-39 THROUGH 3-42, SELECT FROM THE FOLLOWING LIST THE COMPUTER PROGRAM THAT WOULD BE MOST EFFECTIVE FOR ITS INTENDED USE IN THE RMF AS INDICATED IN THE QUESTION.

- A. Spread sheet
- B. Desktop publishing
- C. Data base management
- D. Disk operating system

1. Repeat the message
2. Disregard the response and keep speaking
3. Listen briefly then resume speaking
4. Stop speaking and get help from another person

- 3-45. What form should you use to record a message for someone else when receiving oral communication by phone?
1. OPNAV 5216/144A
  2. OPNAV 5216/145
  3. SF 63
  4. SF 78
- 3-46. Which of the following directives will give you guidance in writing quality correspondence?
1. OPNAVINST 5216.5
  2. OPNAVINST 5215.1
  3. SECNAVINST 5215.5
  4. SECNAVINST 5215.1
- 3-47. Which of the following publications contains detailed procedures for drafting and typing naval messages?
1. SECNAVINST 5215.1
  2. SECNAVINST 1730.7
  3. JANAP 133
  4. NTP3
- 3-48. In which of the following publications will you find the correct message address for Commander, Naval Air Force, U.S. Atlantic Fleet?
1. JANAP 133
  2. USN PLAD 1
  3. SECNAVINST 5216.5
  4. NCTC 3
- 3-49. The procurement, organization, repair, and replacement of material and personnel are known by what term?
1. Personnel management
  2. Supply
  3. Administration
  4. Logistics
- 3-50. In the field, where should ecclesiastical equipment and supplies be stored?
1. Vestry
  2. Mountout box
  3. Ecclesiastical gear locker
  4. Storage tent
- 3-51. If you elect to have linens laundered by a commercial cleaner, from what fund would the cleaner be paid?
1. O&M
  2. Petty cash
  3. Out-of-pocket
  4. ROF
- 3-52. How should vestments used in the RMF be cleaned?
1. Hand washed
  2. Machine washed
  3. Commercially laundered
  4. Dry cleaned
- 3-53. How would you remove hard, dried wax from candlesticks and candle followers?
1. Reheat the wax with another candle
  2. Run hot water over the item to melt the wax
  3. Remove the wax with steel wool
  4. Remove the wax with a plastic scratch pad
- 3-54. To remove wax from items that are dry cleaned, pour boiling water through the spotted area of the cloth.
1. True
  2. False
- 3-55. How would you wash individual glass communion cups?
1. In an electric dishwasher
  2. Just rinse with cold water
  3. Hand wash with warm soapy water
  4. Hand wash with cold soapy water
- 3-56. What should be your main concern before considering a location for divine worship in a combat situation?
1. Altar location
  2. Suitable space
  3. Time required
  4. Chaplain's safety

- 3-57. Which of the following is NOT considered to be ecclesiastical equipment for use in combat?
1. Paschal candle
  2. Jewish chaplain's combat kit
  3. Lee aluminum altar
  4. Protestant chaplain's combat kit
- 3-58. What total number of days of supplies should a mountout box contain?
1. 15 days
  2. 30 days
  3. 45 days
  4. 60 days
- 3-59. Imprest fund purchases may not exceed what dollar amount?
1. \$25
  2. \$50
  3. \$75
  4. \$100
- 3-60. When imprest funds are used to pay a commercial supplier, who should carry the funds and all the forms to the supplier?
1. Any RP
  2. The senior RP only
  3. The person who picked up the money
  4. Contract office personnel
- 3-61. Items that require inventory control are defined by what term?
1. Plant property
  2. Controlled equipage
  3. Minor property
  4. Special material
- 3-62. What period of time before an inventory should you place a notice in the POD to advise personnel that services may be reduced?
1. 1 week
  2. 2 weeks
  3. 30 days
  4. 45 days
- 3-63. Where should your stock items having older shelf lives be stored?
1. On the bottom or back of the shelves
  2. In no particular order on the shelves
  3. On the top or up front on the shelves
  4. On the shelves where items to be surveyed are stored
- 3-64. A survey board consists of a total of how many persons?
1. Five
  2. Two
  3. Three
  4. Four
- 3-65. What officer normally approves a completed survey report?
1. Command chaplain
  2. Supply officer
  3. Survey officer
  4. Commanding officer
- 3-66. In commands within the United States, what officer has the authority to purchase items that are not available nor provided for by the supply system?
1. Commanding officer
  2. Command chaplain
  3. Executive officer
  4. Supply officer
- 3-67. What publication outlines procedures for ordering material from the Navy supply system?
1. NAVSUP 4490
  2. MILSTRIP
  3. GSA Catalog
  4. DLA Catalog
- 3-68. Which of the following forms would be used to make purchases chargeable to your ship's OPTAR?
1. DD 1155
  2. DD 1348
  3. NAVSUP Form 1154
  4. NAVSUP Form 1314

3-69. Which of the following methods provides a way to make small purchases by setting up a charge account with a supplier?

1. Imprest fund
2. Open purchase
3. Blanket purchase agreement
4. Service contract with non-Navy personnel

3-70. Which of the following forms would you use to purchase items from a SERVMART?

1. SF 63
2. DD 1155
3. DD 1155r
4. DD 1348

COURSE COMPLETION/DISENROLLMENT FORM  
(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

RELIGIOUS PROGRAM SPECIALIST 3	82616
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NONRESIDENT TRAINING COURSE (NRTC)

NAVEDTRA NUMBER

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NAME, RANK, RATE, CIVILIAN

SSN

IF YOUR COURSE WAS ADMINISTERED BY NETPMSA, YOU MUST SUBMIT THIS FORM TO THE ADDRESS BELOW. IF YOUR COURSE WAS ADMINISTERED BY AN ACTIVE DUTY COMMAND OR NAVAL RESERVE CENTER, DO NOT SUBMIT THIS FORM TO NETPMSA.

☐ COURSE COMPLETION (Date \_\_\_\_\_)

YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ DISENROLLMENT (Date \_\_\_\_\_)  
(Did not complete the course)

In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ OTHER REASON (Specify) :

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

COMMANDING OFFICER NETPMSA CODE 074 6490 SAUFLEY FIELD RD PENSACOLA FL 32559-5000
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STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

FROM: \_\_\_\_\_ Date \_\_\_\_\_  
SSN \_\_\_\_\_  
NAME (Last, First, M.I.)  
RANK, RATE, CIVILIAN  
\_\_\_\_\_  
STREET ADDRESS, APT #  
\_\_\_\_\_  
ZIP CODE \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
To: COMMANDING OFFICER  
NETPMSA CODE 0313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

Subj: NRTC RELIGIOUS PROGRAM SPECIALIST 3, NAVEDTRA 82616

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

.....(Fold along dotted line and staple or tape).....

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**DEPARTMENT OF THE NAVY**

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COMMANDING OFFICER  
NETPMSA CODE 0313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

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OFFICIAL BUSINESS

COMMANDING OFFICER  
NETPMSA CODE 0313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237



PRINT OR TYPE

TITLE \_\_\_\_\_ NAVEDTRA \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_ City or FPO State Zip  
DESIGNATOR \_\_\_\_\_ ASSIGNMENT NO. \_\_\_\_\_

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) \_\_\_\_\_ DATE MAILED \_\_\_\_\_

SCORE

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